

Sheffield Catholic Schools Partnership

Privacy Notice for School Governors at St Thomas of Canterbury School

At St Thomas of Canterbury Catholic Primary School we encourage in all members of the community, a shared sense of awe and wonder as we grow closer to God. We foster creativity and inquiring minds, learning through collaboration and independence to become motivated lifelong learners.

This statement should be read in conjunction with the Data Protection policy and the Use of School Workforce Images Policy.

This statement is intended to provide information as to how we will collect, use or process personal data relating to the school governors.

Responsibility for Data Protection

St Thomas of Canterbury School] is registered with the Information Commissioner's Office. The registration number is 8181927.

The Data Protection Officer (DPO) for the school is Sarah Vintin. The DPO can be contacted on enquiries@st-tc.co.uk or 0114 274 5597.

School governors have a responsibility to abide by school policies and the law relating to data protection.

The Data Protection Act 1998: Why do we collect and use school governor information?

By school governor we mean those volunteers who have been appointed to serve on the governing body of the school. We collect and use school governor information under the following Articles of the General Data Protection Regulations (GDPR)

Article 6:

Processing shall be lawful only if and to the extent that at least one of the following applies:

6 (1) a. The data subject has given consent to the processing of his or her personal data for one or more specific purposes;

6 (1) e. Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the Controller.

Article 9:

With regards to the processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited except:

9 (2) a. Where we have explicit consent of the data subject.

For the avoidance of doubt, throughout this document we are using and applying the GDPR

definition of **consent**, namely "any freely given, specific, informed and unambiguous indication of the data subject's wishes by which he or she, by a statement or by a clear affirmative actions, signifies agreement to the processing of personal data relating to him or her."

We use school governor data to:

- Enable the development of a comprehensive picture of the governing body, it's management and it's development;
- To satisfy statutory requirements;
- To satisfy the requirements of Single Central Record recording.

The collection of this information will benefit both national and local users by:

- Improving the management of school governor data across the sector;
- Enabling development of a comprehensive picture of the governing body and how it is deployed;
- Informing the development of recruitment policies;
- Enabling ethnicity and disability monitoring.

The categories of school governor information that we collect, hold and share include:

- Personal information (such as name, occupation, date of birth, image);
- Contact information (such as address, telephone number, email address);
- Characteristics (such as nationality);
- Organisational information (such as position on governing body, term of office, pecuniary interests; training record);
- Attendance information (such as meetings attended, number of apologies accepted and reasons);
- Result of a DBS disclosure;
- CCTV footage.

Collecting school governor information

Whilst the majority of school governor information provided to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you at the point of data collection whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing school governor information

- Unless stated below we hold school governor personal files for 6 years after the termination date of service;
- Where former school governors have given consent, we store personal information (name and contact details) to enable alumni to remain involved with the school community until such point as they withdraw that consent;
- CCTV footage is stored for a maximum period of 4 school weeks unless there are specific circumstances that fall under Article 6(1)e of the GDPR that would allow us to retain footage for a longer period.

Who do we share school governor information with?

We routinely share school workforce information with:

- The Diocese of Hallam;
- The school's appointed accountants for statutory financial auditing, currently [name of auditor];
- Sheffield Local Authority;
- Companies House.

Where the data sharing is not undertaken on a statutory basis, we will ensure that we have either:

- A contractual agreement for the sharing of data with the company concerned demonstrating compliance to GDPR; or
- A copy of an up-to-date privacy statement from the company that satisfactorily demonstrates their compliance to GDPR for the purposes of the data sharing concerned. This will include those companies where school workforce is directed by the school to register online using their school email address.

A register of companies with whom we share data on a non-statutory basis is maintained by the Data Protection Officer and currently includes:

- The National Governance Association.

Why we share school governor information

We will not share information about you with third parties without your consent unless the law and our policies allow us to do so. We are required, by law, to pass on some of this personal data to:

We share personal data with the Diocese of Hallam on a statutory basis. This data sharing underpins governing body policy monitoring and evaluation.

We share personal data with our appointed accountants to fulfil our statutory auditing requirements as a limited liability company and to fulfil our internal auditing procedures.

We share personal data with Sheffield Local Authority on a statutory basis. This data sharing underpins school governor policy monitoring, evaluation and administration.

We share personal data with Companies House on a statutory basis to fulfil legal requirements.

Requesting access to your personal information

Under data protection legislation, the school governor has the right to request access to information about them that we hold. This is referred to as a Subject Access Request (SAR). The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the data processing. To make a request for your personal information, contact the Data Protection Officer.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations.

To make a SAR, or to exercise any of your rights under data protection regulation, you should contact the Data Protection Officer at the school.

On receipt of a request to exercise any of your rights under data protection regulation, the school will:

- Respond to acknowledge receipt of your request;
- Request proof of identify of the person making the request;
- Inform you as to whether there are any statutory reasons why we may be unable to respond to your request;
- Act in accordance with the GDPR in terms of our actions in response to your request, and with due regard to the timescales set out in the GDPR.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.sheffield.gov.uk>
- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

If you want to see a copy of information about you that we hold, please contact the Data Protection Officer.

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